

The S.E.I.U. Local 79 bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Licensed Practical Nurse (2 positions) **OPENING DATE: 01-06-05**
CLOSING DATE: open until filled

DEPARTMENT: Martha T. Berry Medical Care Facility

SALARY RANGE: \$30,904.58 to \$37,105.36 (2004 Range)

CURRENT HOURS AND STARTING TIME: Full-time (40 hours per week) position; the starting time for this position currently is 3 p.m.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Administrator

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, provides routine nursing services in caring for sub-acute, convalescent and chronic residents; assists registered nurses in the care of the more acutely ill residents; directs nursing assistants in performance of daily resident care; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Assists registered nurses in the treatment, care and rehabilitation of residents and the disbursement of medications; documents same as directed.
- Provides routine nursing services in caring for sub-acute, convalescent and chronic residents.
- Assists in the implementation, evaluation and provision of nursing care.
- Observes, records and reports signs and symptoms of residents as well as problems with relations between residents, residents' families, visitors and employees.
- Ensures that established infection control procedures and isolation techniques are followed.
- Directs the work activities of nurse aides as assigned.

ESSENTIAL FUNCTIONS (continued):

- Bends, stoops and stands long periods of time; lifts and moves medical supplies and equipment.
- Lifts and moves residents, as necessary, to provide assigned nursing care and services.
- Manual dexterity for administering injections and other nursing procedures.
- Sees and hears with corrective measures to administer medications and other nursing procedures.
- May be assigned to work any shift.

ADDITIONAL FUNCTIONS:

- Attends training programs, workshops and seminars.
- Observes the serving and distribution of food trays and food acceptance by residents.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- A graduate of an accredited Licensed Practical Nurse training program and have successfully completed a pharmacology course.
- Possession of a current license from the Michigan Board of Nursing to practice as a Licensed Practical Nurse or possess a Temporary Permit.
- Successful completion of the probationary period for the position of Licensed Practical Nurse.
- Be physically able to perform the essential duties of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of nursing principles and methods; familiarity with the organization, functions, policies, regulations and procedures of a medical care facility.
- Skill in identifying problems and promptness in reporting them.
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain effective working relationships with co-workers, residents and residents' families.
- Ability to maintain the confidentiality of resident care.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to conduct oneself with tact and courtesy.

All interested employees must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. of the closing date.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER